

****POSITION OPENING****

Cage & Vault Supervisor



RATE OF PAY: Depending on qualifications

LOCATION: Seven Clans Casinos – Red Lake, MN

OPEN: March 9, 2023

CLOSES: Open until filled

Hours: Thu/Sun 6:00 p.m. to 4:00 a.m.

POSITION OBJECTIVES:

Under the general supervision of the Cage & Vault Manager is responsible to oversee assigned Cage & Vault shift of Seven Clans Casino, Red Lake

DUTIES AND RESPONSIBILITIES:

- Responsible to ensure entire shift is run smoothly and all procedures are adhered to and maintained in the Cage and Vault areas.
- Oversees personnel with balancing of bank, ensures shortages/overages are recorded accurately and any deviations reported.
- Reviews paperwork following transitions to find any errors.
- Prepares work schedule for assigned shift of personnel.
- Exchanges American and Canadian currency, coin, coupons and/or chips with customers and associates.
- Verifies accuracy of all transactions.
- Enters information in audit machine, operates machinery to redeem coin.
- Records all internal transfers and completes paperwork as necessary.
- Balances bankroll at shift end; prepares all necessary paperwork.
- Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guest immediately.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures.
- Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required that the Cage & Vault Supervisor have a high school diploma or GED. Previous Cage & Vault experience preferred. Supervisory experience a plus.

SEND COMPLETE APPLICATION/RESUME/TRANSFER REQUEST TO:

Sheila M. Erickson, Human Resource Manager

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218-679-2500 ext. 16040